

# Sexual Orientation & Gender Identity



This course is sponsored by the Office of Diversity and Inclusion  
and was created with assistance from Bureau Equality.

# Objectives



Provide awareness of the LGBT+ community and to promote an inclusive workplace environment.

- Terms for sexual orientation and gender identity (SOGI)
- Appropriate behaviors for an inclusive work environment
- How to be an ally for LGBT+ colleagues



# Inclusion is MISSION ESSENTIAL



LGBT+ employees are members of the FBI's diverse workforce.

This course focuses on appropriate behaviors in relation to LGBT+ employees. However, some of the information you are about to receive is applicable to other minority communities as well, and demonstrates proper conduct in the workplace. This course will help you to become aware of the LGBT+ perspective and how to be respectful and professional to all of our FBI colleagues.

Remember, the LGBT+ community is very diverse and always evolving. This course cannot cover every hypothetical situation. However, it will provide a broad overview of ground rules for engaging each other with respect.





**What is SOGI?**

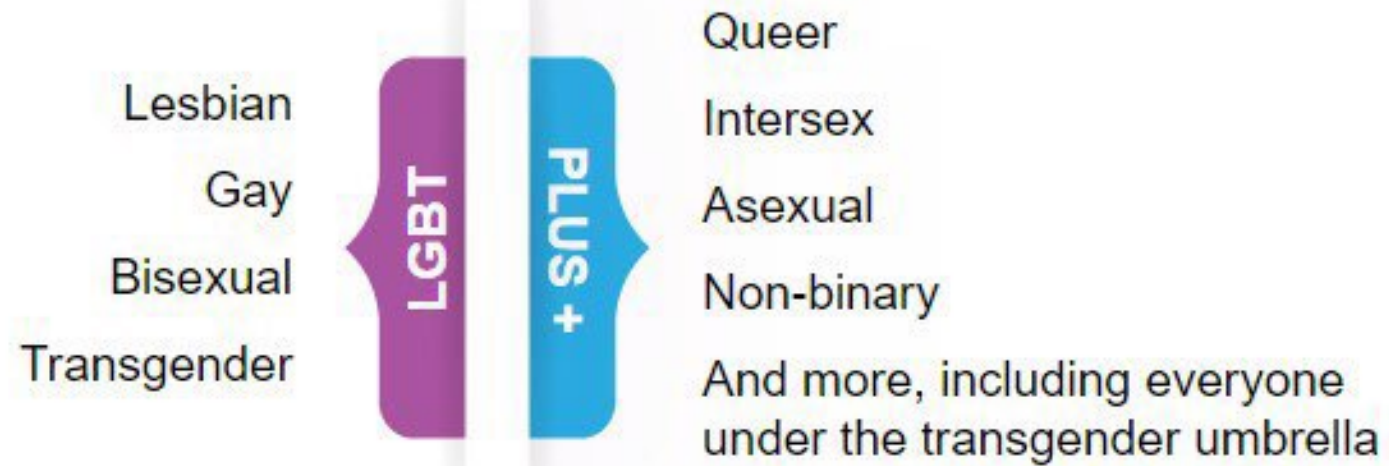


## SOGI - Sexual Orientation & Gender Identity

- **Sexual Orientation:** A person's physical, romantic, and/or emotional attraction to persons of the opposite gender, the same gender, or more than one gender.
- **Gender Identity:** The internal, deeply held sense of being a man, woman, or something else
- **Sex assigned at birth:** The determination of a newborn's sex, based on the child's external anatomy, as either female or male
- **LGBT+:** Lesbian, gay, bisexual, transgender, plus



# What is LGBT+?





**What is the difference between sexual orientation and gender identity?**



# Sexual Orientation and Gender Identity



**SEXUAL  
ORIENTATION**

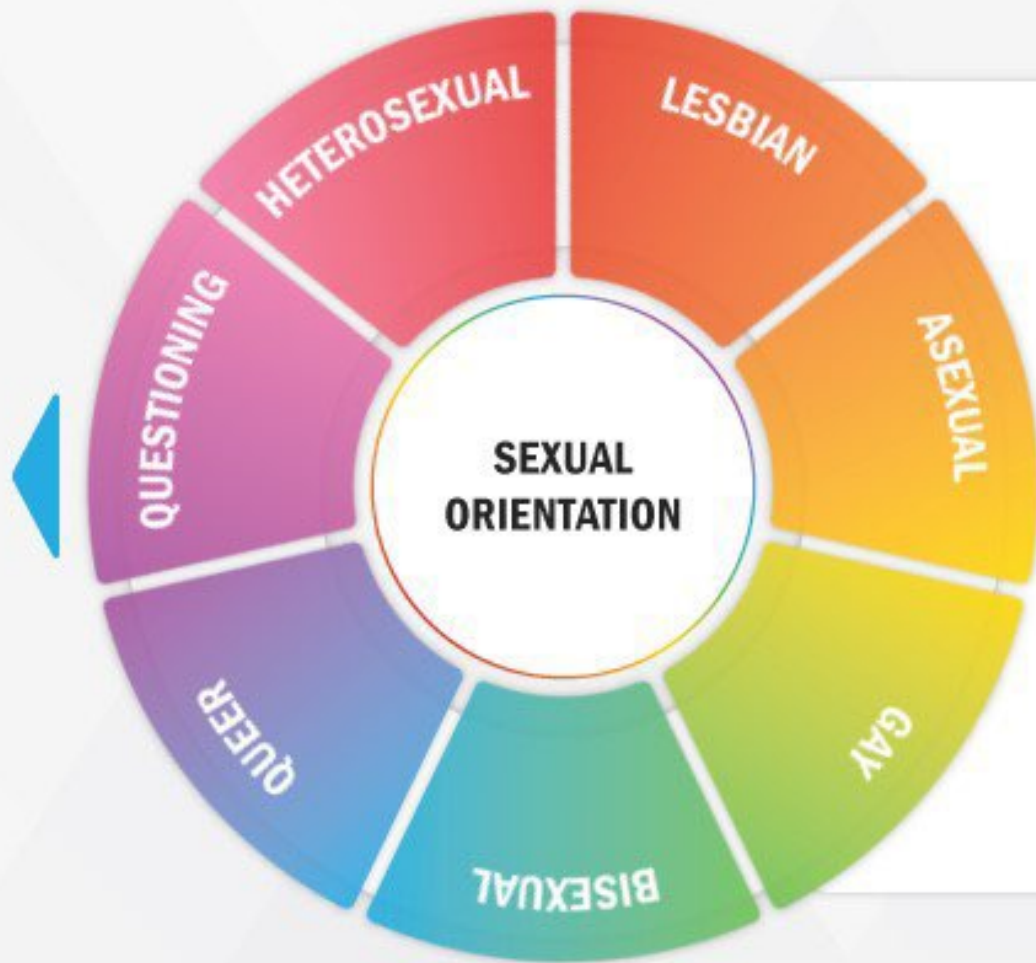


**GENDER  
IDENTITY**

**SELECT EACH BUTTON FOR MORE INFORMATION.**



# Sexual Orientation and Gender Identity



Sexual orientation is your physical, romantic, and/or emotional attraction to another person. For example:

- A man or woman attracted to the opposite sex is straight
- A man attracted to another man is gay
- A woman attracted to another woman is lesbian
- A transgender woman (male to female) attracted to men is straight
- A transgender man (female to male) attracted to men is gay

Select each item on the wheel for more information.



# Sexual Orientation and Gender Identity

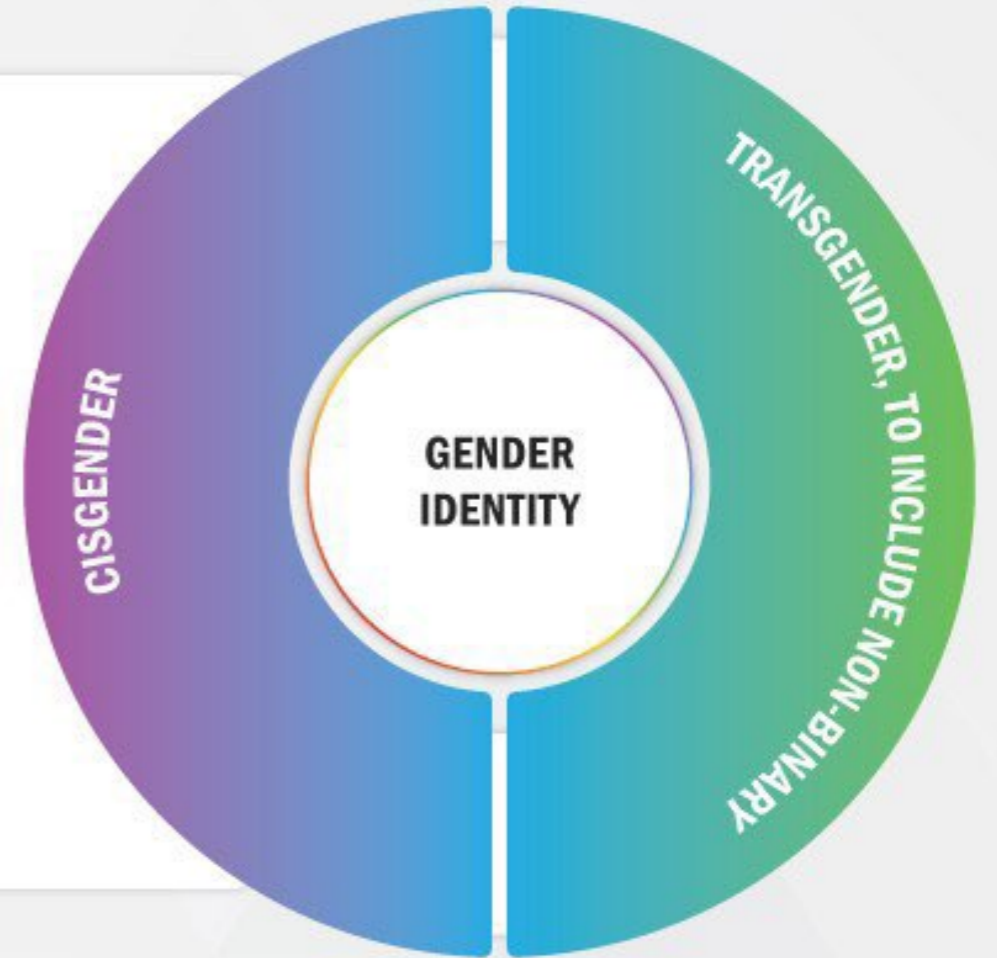


**SEXUAL  
ORIENTATION**

Gender Identity is your deeply held sense of being either a man or a woman, or something else. For example, someone who was:

- assigned **male** at birth, and their gender identity is a **man**, is **cisgender**
- assigned **male** at birth, and their gender identity is a **woman**, is **transgender**
- assigned **female** at birth, and their gender identity is a **woman**, is **cisgender**
- assigned **female** at birth, and their gender identity is a **man**, is **transgender**

Select each item on the wheel for more information.



# Gender Identity



[Cisgender](#) describes a person whose sex assigned at birth **aligns** with their gender identity.

[Transgender](#) describes a person whose sex assigned at birth **does not align** with their gender identity. This includes, but is not limited to, [transgender men](#) and [transgender women](#).



# Transgender Descriptors



When writing or talking about a transgender person keep in mind that the word 'transgender' describes a person but does not define or name a person. You can say they are a transgender person. However, it is inappropriate to say they are 'transgendered'. Saying that a person is transgendered is like saying they are an object and not a person.

Do not:

- Call someone "a transgender"
- Add an unnecessary "ed" or "s" to transgender

For example:

- ✓ They are a transgender person.
- ✗ He is a transgendered man.
- ✓ He is a transgender person.
- ✗ She is a transgender.
- ✗ They are transgenders.

# Knowledge Check #1



1/5

They are a transgender person.

Is this sentence grammatically correct?

YES

NO

# Knowledge Check #1



2/5

She is a transgendered woman.

Is this sentence grammatically correct?

YES

NO

# Knowledge Check #1



3/5

The transgender community is diverse.

Is this sentence grammatically correct?

YES

NO

# Knowledge Check #1



4/5

They are transgenders.

Is this sentence grammatically correct?

YES

NO



# Knowledge Check #1



5/5

Mark is transgendered.

Is this sentence grammatically correct?

YES

NO

# Is Queer a Derogatory Term?



The word *queer* has generational significance. It has been embraced by some members of the LGBT+ community, but has historically been used as a derogatory term. Younger generations often use the term reference to their sexual orientation.

Some, within the FBI workforce and LGBT+ community, may find it offensive or a reminder of the pain it infers. It's all about context. Mirror the language a person uses when referring to themselves and use good judgment!



# Gender Expression



How one outwardly presents their gender, expressed through one's clothing, haircut, behavior, or body characteristics.

- A person's gender expression is not their gender identity
- Gender non-conforming - a person who does not follow other people's ideas or stereotype of gender expression

Examples of gender expression:

- A woman who wears stereotypically man's suits, with a stereotypically masculine haircut but identifies as a cisgender woman
- A man with painted nails but identifies as a cisgender man

**Note:** A person who is showing a specific gender expression is not necessarily a person in transition.



# Knowledge Check #2



1/5

I am a proud queer black woman.

Is this statement derogatory?

YES

NO

# Knowledge Check #2



2/5

Gender identity is a person's physical, romantic, and/or emotional attraction to persons of the opposite gender, the same gender, or more than one gender.

Is this statement true?

YES

NO

# Knowledge Check #2



3/5

Gender identity is the internal, deeply held sense of being a man, woman, or something else.

---

Is this statement true?

YES

NO

# Knowledge Check #2



4/5

LGBT+ stands for Lesbian, Gay, Bisexual, Transgender, and other members of the LGBT+ community.

Is this statement true?

YES

NO

# Knowledge Check #2



5/5

Gender expression always aligns with a person's gender identity.

Is this statement true?

YES

NO



# Knowledge Check #2



I am a proud queer black woman.

*not derogatory*

Gender identity is a person's physical, romantic, and/or emotional attraction to persons of the opposite gender, the same gender, or more than one gender.

*false*

Gender identity is the internal, deeply held sense of being a man, woman, or something else.

*true*

LGBT+ stands for Lesbian, Gay, Bisexual, Transgender, and other members of the LGBT+ community.

*true*

Gender expression always aligns with a person's gender identity.

*false*

You have completed the knowledge checks. Continue to the next page.



**What questions can I ask an LGBTQ+ person?**



CC

# Questions & Boundaries



Ask yourself:

- Is it any of my business?
- Would I ask my straight, cisgender coworker these questions?

Questions about the following are inappropriate and offensive:

- Genitalia
- Surgeries
- Medical conditions
- Medical treatments
- Preferred sex acts

LGBT+ people are entitled to their privacy and will only share what they want to share.

**Best practice:** Be professional and focus conversations on shared projects or cases to your coworker.

# Respect Toolkit



Here are some real questions that have been posed to LGBT+ people:

- ✗ [What is your "real" name?](#)
- ✗ [Are you in the right restroom?](#)
- ✗ Are you getting surgery?
- ✗ Have you had surgery?
- ✗ What do you have down there? (referring to genitalia)
- ✗ What are you? Male or female?
- ✗ How do you have sex?
- ✗ Who is the woman in your relationship?
- ✗ Which one of you is the woman and which is the man?

INAPPROPRIATE

APPROPRIATE

- ✓ [Legal questions from HR personnel, security, or medical professionals](#)
- ✓ What is your legal name?
- ✓ How does your name appear on your government ID?



# Personal Beliefs



Focus on appropriate behavior, not beliefs.

Refer to the FBI's:

- Non-discrimination policy
- Core values
- Mission statement to "Protect the American people and uphold the Constitution"

Focus on accomplishing the mission.





SELECT THE CORRECT ANSWER BELOW

---

Can transgender people be **Special Agents**?

- Yes, new talent is always welcome to the FBI.
- No, unfortunately you may not fit into the FBI culture.





## SELECT THE CORRECT ANSWER BELOW

If you were Jack's Class Counselor, how would you respond?

- I agree, you shouldn't be subjected to living with a gay roommate.
- I can't approve a roommate transfer based on your religious beliefs.
- You have a point, I wouldn't want to live with him, either.
- Your religious beliefs exempt you from rooming with someone who is gay.

# Scenario 2



*"If you were Jack's Class Counselor, how would you respond?"*

Incorrect. Leave personal beliefs at home. Personal discomfort, personal beliefs, or lack of understanding is not a justification for discrimination.

**YOU HAVE COMPLETED THIS SCENARIO.  
CONTINUE TO THE NEXT PAGE.**

0:34 / 0:35





**What are pronouns and why are they important?**



# Pronouns



It is important to give people the opportunity to state the pronoun that is correct when referring to them.

LGBT+ and cisgender people express their pronoun as:

- [she/her/hers](#)
- [he/him/his](#)
- [they/them/their](#)
- [ze/hir/hir](#)

**NOTE:** They/them can be used by anyone, but it is most often used by transgender and/or non-binary people.

Keep in mind, some people may wish to be referred to using only their name instead of a pronoun.

# Pronouns - Hints




If you don't know, politely ask: "What pronouns do you use?"

Volunteer your pronoun first. The person will either:

- Reciprocate with their pronoun
- Give you an opportunity to ask their pronoun

Always use the name and pronouns that the person chooses.

**NOTE:** Repeated, intentional refusal to use an individual's chosen name and pronoun could be considered harassment, and is contrary to the FBI's goal of treating all employees with dignity and respect. Such conduct should be reported in accordance with existing [FBI policy](#) .



# Pronouns - Greetings



Here's an example of an appropriate greeting:

- "Hello, my name is Cathy, and I use she/her pronouns. What's your name?"

Another example of an appropriate greeting, for a Special Agent is interviewing someone whose ID doesn't match how they dress and act (their gender expression):

- "I'm Special Agent Jones, I use he/him pronouns. Thanks for talking to me today! First, what name and pronouns should I use to refer to you?"



# Knowledge Check #3



CHOOSE THE SENTENCE THAT USES PRONOUNS CORRECTLY.

**Graham is new to the division, and uses the pronouns they/them/their.**

- Graham needs to visit the security office so she can get her new access badge.
- Graham needs to visit the security office so they can get their new access badge.
- Graham needs to visit the security office so he can get his new access badge.
- Graham needs to visit the security office so zi can get hir new access badge.

# Knowledge Check #3



*"Graham is new to the division, and uses the pronouns they/them/their."*

---

Incorrect. FBI employees should always use the name and pronoun the transgender person uses. Repeated, intentional refusal to use an individual's chosen name and pronoun could be considered harassment, and is contrary to the FBI's goal of treating all employees with dignity and respect. Such conduct should be reported in accordance with existing FBI policy.

**YOU HAVE COMPLETED THE KNOWLEDGE CHECK.  
CONTINUE TO THE NEXT PAGE.**

# What If I Mess Up?



It's okay if you mess up. We all make mistakes:

- Apologize
- Correct your mistake
- Resolve to do better next time

Suggest:

- Be open to being corrected by others
- Avoid mistakes by mirroring language people use for themselves
- It's better to try to be inclusive and make a mistake than to say nothing at all





**How should I treat a colleague who is transitioning?**





# Transitioning Colleague



Some transgender people will pursue medical treatment, including:

- hormone therapy
- gender confirmation surgery

They may also change their:

- gender expression
- pronouns

These are very personal decisions that are unique to each transgender individual.



# Transitioning Colleague (cont.)



Respect your transitioning colleague's privacy.

Do not ask personal and inappropriate questions:

- Treat it like a pregnancy
- Let them tell you what is happening in their life

When the person tells you their new name/pronoun, use it and insist others do the same.

Continue to treat the person with the same dignity and respect you would expect to receive from them.

Refer to the nondiscrimination policy.



# Scenario 3



SELECT THE CORRECT ANSWER BELOW

If you were Zeke, how would you respond?

- Elmira, that's not appropriate. You really need to call her Dorothy because it is the right thing to do, and you won't get in trouble with OPR.
- I agree with you Elmira. Why would we want to give someone special privileges?
- I'm new here, so if you're calling him Daniel I will too.
- I'm not getting involved in that! But he should only use the men's bathroom

# Scenario 3



*"If you were Zeke, how would you respond?"*

Correct! Transgender personnel have a right to utilize the federal facilities in accordance with their gender identity.

**CONTINUE**

▶ 0:34 / 0:36



# Scenario 3



## SELECT THE CORRECT ANSWER BELOW

If you were Zeke, how would you respond?

- I agree with you Elmira. These people can't just pretend to be whatever they want.
- Well Elmira, you'll have to get used to it. Dorothy can use the restroom that matches her gender identity.
- Yeah, who knows what it looks like down there.
- You still need to call her Dorothy, but I think you're right that she should only use the men's restroom.

▶ 0:34 / 0:36



# Scenario 3



*"If you were Zeke, how would you respond?"*

---

Incorrect. You address people by the name they use for themselves. Call her Dorothy, and use she/her when you're talking about her to avoid violating FBI policies.

**CONTINUE**

and good investigative guidance is what this squad needs.



**What should I do if I hear someone talking about another colleague being LGBT+ in the office?**



# Rumors



It is never appropriate to gossip about any coworker, including their connection to the LGBT+ community.

- Office gossip or rumors can be detrimental to morale and may lead to or contribute to hurting a fellow coworker's mental well-being
- As FBI employees we are held to a higher standard
- Our code of conduct does not support treating our fellow employees differently because of their LGBT+ status or any other identity

As a best practice get consent. Ask first – "Can I ask you something about being LGBT+?"

Remember, LGBT+ employees want to focus on the FBI's mission, and may not want to educate others about their community.







**What should I do if someone is acting  
inappropriately towards an LGBT+  
colleague?**




# Inclusive Work Environment



Support a safe, inclusive and collaborative work environment by:

- Standing up to discrimination
- Politely let others know when they use offensive language and ask them not to do so.
  - Hey, that's not funny
  - That word is inappropriate

It is up to ALL of us to create a respectful and professional environment. View more examples of ways to handle [conversations at work](#) .



# EEO/OPR Violation



If you have been discriminated against due to SOGI status contact [Equal Employment Opportunity \(EEO\)](#) office.

If you, or someone you know, have information regarding harassment/unprofessional behavior in the workplace, reference the [Office of Professional Responsibility \(OPR\)](#) office.

Please note these offices are separate entities and do not share information.

Best practice: Always be professional and respectful.

View these resources for [additional protections at work](#) .



# What is an Ally?



## Allies:

- Are open minded
- Are good listeners
- Create a safe atmosphere
- Accept the identities of others
- Do not use slang or derogatory language
- [Use inclusive language](#)
- Speak out and defend
- Always model good behavior



# Scenario 4



## SELECT ALL THAT APPLY

How would you respond? (There is more than one correct answer)

- "Brad, please don't use that word at work, it's inappropriate."
- "I don't get it – why would you think that's funny?"
- Laugh along.
- Say nothing.
- "That's not funny, Brad."

SUBMIT

# Scenario 4



*"How would you respond? (There is more than one correct answer)"*

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Incorrect. Be brave, recognize inappropriate behavior and speak up in a respectful manner. If you say nothing or laugh along, you could be enabling a potentially hostile work environment. All FBI employees should be aware that derogatory and inappropriate language serves no purpose in the workplace and is contrary to our core values.

**YOU HAVE COMPLETED THIS SCENARIO.  
CONTINUE TO THE NEXT PAGE.**

# The Extra Mile



- Make your support visible
- Continue self-educating
- Participate in regional Pride events and support field office LGBT+ events
- Contact your Diversity and Inclusion Coordinator or Bureau Equality for more information



# Where Can I Find More Information?



- Email Bureau Equality at [BureauEquality@fbi.gov](mailto:BureauEquality@fbi.gov) (UNet) or BE@FBI.sgov.gov (FBINet)
- [Bureau Equality website](#)
- [OD&I website](#)
- IC Pride resources
- [Glossary of terms](#)
- There are many local, state, and national organizations dedicated to LGBT+ issues; an open source internet search may help you identify resources in your local area

